

~~CONFIDENTIAL~~

17 October 1958

MEMORANDUM FOR: Executive Secretary, USIB

SUBJECT : Committees of the USIB

1. As a part of the responsibilities of the Deputy Director for Coordination on behalf of the Director of Central Intelligence, it is appropriate that I and my staff be closely informed as to the programs and activities of the various committees of the Intelligence Board and the standing subcommittees of these committees. It is therefore requested that arrangements be made with the officers of each such committee and subcommittee to place the Office of the Deputy Director, Coordination, on direct distribution for advance notification of all meetings and the agendas thereof. We shall also wish to receive all minutes and any papers dealing with -- or directly involving -- organization or coordination arrangements or problems, both while under consideration as drafts and in their final form. We shall also wish copies of major reports and other principal publications, on a selective basis.

2. Such material should ordinarily be sent direct to Room 323, Administration Building, for the attention of [redacted]

[redacted] my staff Assistants, according to whether the particular committee or subcommittee deals primarily with "intelligence" activities, or with overseas operations within the general province of NSCIDs 4 and 5. Material bearing a code word classification should be forwarded direct to the DD/C "special channels" office in Room 202, Administration Building.

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[redacted]  
L. K. TRUSCOTT, JR.  
General, USA (Ret.)  
Deputy Director (Coordination)

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